



Financial Crimes Enforcement Network

Student Hiring Programs Fact Sheet

This Fact Sheet is designed to provide a quick overview of the various Student Hiring Programs. The Office of Human Resources will provide coordination and oversight for the Student Hiring Programs.

STUDENT HIRING PROGRAMS

The Student Employment Programs provide both paid and unpaid employment opportunities, to students who are enrolled or accepted for enrollment and are taking at least a half-time course load (typically two classes) in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. A signed mutual agreement between the agency, student and educational institution should be very specific and indicate the number of hours per week that a student may work, however, it should not interfere with the student's academic schedule. Participation in this program must be in conformance with Federal, state, and local laws and standards governing the employment of minors. Detailed information pertaining to student hiring programs can be found at: www.studentjobs.gov. Regulations governing specific guidance on Student Employment Programs can be found in the Code of Federal Regulations, [CFR 213.3202].

The program comprises several components: the Student Career Experience Program (SCEP), the Student Temporary Employment Program (STEP) and the Student Volunteer Program. Both the SCEP and Student Volunteer Programs can aid students in meeting their internship graduation requirement.

Student Career Experience Program (SCEP)

The Student Career Experience Program (SCEP) has been designed to provide work experience, which is directly related to the student's academic program or career goals. It also prepares the participants for non-competitive conversion into permanent two-grade interval position, following completion of their academic and work requirements. This program requires a commitment and signed agreement by all the parties involved:

- **As an agency**, we will mentor and guide the student through the program, and make a good faith effort to convert the student into a permanent position once all of the requirements have been completed – requirements for graduation and 640-work hours;
- **The student** will perform the duties outlined in the Student Agreement, remain enrolled and in good standing with the college or university; and
- **The educational institution** will support the student and agency regarding the student's educational development.

Student Temporary Employment Program (STEP)

This program provides maximum flexibility to both students and managers, because the nature of the work does not have to be related to the student's academic or career goals. Students are appointed to a position not to exceed one year. Appointments under this authority may be extended in one-year increments, as long as the student continues to be taking at least a half-time course load.

- Appointments to the STEP program may be made anytime during the year, including summer. Students may work part-time or full-time schedules.
- There are no time limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule.
- This program **does not** allow non-competitive conversion to a career or career-conditional appointment and the participating students **do not** count against existing vacancies in the office. Students are eligible for annual and sick leave.

FinCEN is responsible for insuring all student hires undergo the appropriate security screening processes by providing the Office of Security with a "Statement of Work" that gives an overview of duties and the level of access to sensitive information the student will need.

Student Volunteer

The Student Volunteer Program offers unpaid training opportunities to high school and college students. These opportunities provide work experience related to the student's academic program and provide them an opportunity to explore career options, as well as develop their personal and professional skills. These are uncompensated positions and do not have to be announced nor do they count towards existing vacancies.

Student Volunteer service will vary by agency/office but can enrich the student's future by:

- Allowing career exploration early in their academic studies,
- Exposing them to new and emerging occupations,
- Giving academic credit for work student performs (**This will be determined by the school**), and
- Providing an experience, which will enhance student's ability to obtain paying jobs in the future.

Volunteer service is not creditable for leave accrual or any other employee benefit. Student Volunteers are not considered to be Federal employees for any purpose other than for the purpose of the Federal Tort Claims provisions and injury compensation for injuries sustained during the performance of work assignments.

- This program requires a written agreement, signed by all parties, FinCEN, the school and the student.
- Students interested in pursuing a volunteer opportunity with FinCEN should coordinate with their Career Services office and Penny Jackson the FinCEN Program Manager on 703-905-3540.
- Meet the security requirements for the volunteer assignment. The minimum requirement for FinCEN is a pre-appointment National Agency Check with Written Inquiries for volunteers who will perform "non-sensitive" duties. Full-field background investigations are not usually done for volunteer students, as this is not cost effective due to the lengthily time-frame of the investigative process and the short tenure of time the student may be with the Financial Crimes Enforcement Network (FinCEN.)
- Information regarding current student vacancies may be obtained by visiting the OPM website at: www.studentjobs.gov.